

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 JUN 19 PM 3:22

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): May 26-June 1, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,512.20 for international airfare	2 nights in Maputo - \$384 (\$192/night)	2 days in Maputo at \$139 total	Interpreters - \$100.40
	\$1,031.61 pp for chartered flight	1 night in Ilha de Mozambique - \$95.24		Security - \$800.00
<input checked="" type="checkbox"/> Actual Amount	Vehicles \$832 pp	1 night in Nampula - \$95.24	3 days outside of Maputo at \$114 total	Insurance - \$77
	TOTAL \$4,175.72	TOTAL: \$574.48	TOTAL: \$238.63	Visa - \$220.00
				TOTAL: \$1,197.00

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please refer to Addendums A and B.

6/19/19
(Date)

Anna Knight
(Printed name of traveler)

Anna Knight
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/19/19
(Date)

James E. Rios
(Signature of Supervising Senator/Officer)

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Travel Day

Monday, May 27

Travel Day – Maputo, Mozambique

2:15-2:45pm **Transfer to hotel**

2:45-6:00pm **Check-in/unpacking/downtime**

6:00-6:30pm **Welcome briefing** to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm **Scene-Setter Dinner Briefing** with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, May 28

Maputo, Mozambique

Breakfast on own

9:00-9:30am **Transfer to site visit 1**

9:30-10:45am **Site Visit 1: Tour International Potato Center** research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties

10:45-11:15am **Transfer to lunch**

11:15-12:45pm **Lunch Briefing with U.S. Government**, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique

12:45-1:45pm **Transfer to site visit 2**

1:45-3:45pm **Site Visit 2: Visit Umbeluzzi Center and Farm Trials** to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers

3:45-5:00pm **Transfer to hotel**

5:00-6:15pm **Downtime/shower time**

6:15-6:30pm	Transfer to reception
6:30-8:00pm	<u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breakfast on own

8:00-9:00am	Transfer to airport
9:00-11:30am	<u>Plane briefing</u> on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique <i>Note: Transfer to Nampula. Lunch on charter plane</i>
11:30-1:00pm	Transfer to site visit 1
1:00-2:30pm	<u>Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project</u> to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties
2:30-3:00pm	Transfer to site visit 2
3:00-4:30pm	<u>Site Visit 2: Viable Sweet Potato for Africa (VISTA) program</u> to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique
4:30-6:00pm	Transfer to Ilha de Mozambique
6:00-7:00pm	Downtime/Check-in time
7:00-8:30pm	<u>Debrief dinner</u> to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30

Nampula Province, Mozambique

Breakfast on own

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| 9:00-10:30am | <u>Historical Boat Tour of Ilha Mozambique</u> ; to understand the importance of Ilha as the former capital of Mozambique and as a major trading post for the Nampula province for centuries. |
| 10:30-11:15am | Transfer to site visit 1 |
| 11:15-12:30pm | <u>Site Visit 1: Visit Village Savings & Loan Association</u> to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses |
| 12:30-1:30pm | Transfer to site visit 2
<i>Lunch provided on vehicles</i> |
| 1:30-4:00pm | <u>Site Visit 2: Tour Banana Grants Facility</u> supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties |
| 4:00-5:45pm | Transfer to hotel |
| 5:45-7:00pm | Downtime/shower time |
| 7:00-8:30pm | <u>Closing Dinner</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development |

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday, May 31

Nampula Province – Travel Day, Mozambique

Breakfast on own

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| 9:30-10:00am | Transfer to site visit 1 |
| 10:00-11:15am | <u>Tour Cashew Factory</u> to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews |
| 11:15-11:45am | Transfer to hotel |
| 12:00-1:30pm | <u>Lunch Roundtable with Aflatoxin</u> researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other |

1:30-3:00pm	Final packing time
3:00-3:15pm	Transfer to airport
4:40pm	Delegation departs for home (Kenya Airlines flight #3)

Final packing time

Transfer to airport

Delegation departs for home (Kenya Airlines flight #3)

Travel Day

Delegation lands in DC (AA #4445)

There are some slight variances in the agenda as detailed below:

There are some slight variances in the agenda as detailed below:

On May 28th, the meeting with the Ministry of Agriculture was unfortunately denied given the minister was out of the country on official travel during the scheduled trip dates.

On May 30th, the cultural activity on Ilha de Mozambique was changed to be a boat tour of the island giving operational hours of the museum.

On May 31st, the roundtable discussion with Aflatoxin researchers, farmers and industry buyers was switched to be a lunch and the tour of the cashew processing factory was moved to be a morning tour in order to better accommodate the cashew workers' work schedule and availability.

Note: The above minor adjustments to the schedule did not impact the hours or content of programming each day. Also note, individual staffer flight costs varied due to the time of purchase of each individual ticket and due to slight fare fluctuations from the airline at the time of purchase.

Names and titles of ALL Senate invitees.

- **Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin**
- **Sarah Schenning, Legislative Director, Sen. Chris Van Hollen**
- **Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy**
- **Corey Tellez, Legislative Director, Sen. Dick Durbin**
- **Sarah Seitz, Legislative Director, Sen. James Lankford**
- **Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen**
- **Judd Gardner, Policy Advisor, Sen. Jerry Moran**
- **Mackensie Burt, Legislative Director, Sen. John Boozman**
- **Dan Auger, Legislative Director, Sen. John Hoeven**
- **Meris Petek, Policy Advisor, Sen. Joni Ernst**
- **Lauren Reamy, Legislative Director, Sen. Marco Rubio**
- **Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio**
- **Erica Chabot, Legislative Director, Sen. Patrick Leahy**
- **Ryan Pettit, Senior Adviser, Sen. Patty Murray**
- **Dan Burgess, Legislative Director, Sen. Roy Blunt**
- **Darin Thacker, Legislative Director, Sen. Steve Daines**
- **Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin**
- **Katie Naessens, Professional Staff Member, Senate Agriculture Committee**
- **Joe Shultz, Staff Director, Senate Agriculture Committee**
- **Adam Yezerksi, Professional Staff Member, Senate Appropriations Committee**
- **Chris Farrar, Legislative Assistant, Sen. John Boozman**
- **James Glueck, Staff Director, Senate Agriculture Committee**
- **Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations**
- **Anna Knight, Policy Analyst, Senate Committee on Foreign Relations**

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Name of Traveler: Anna Knight

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): CARE

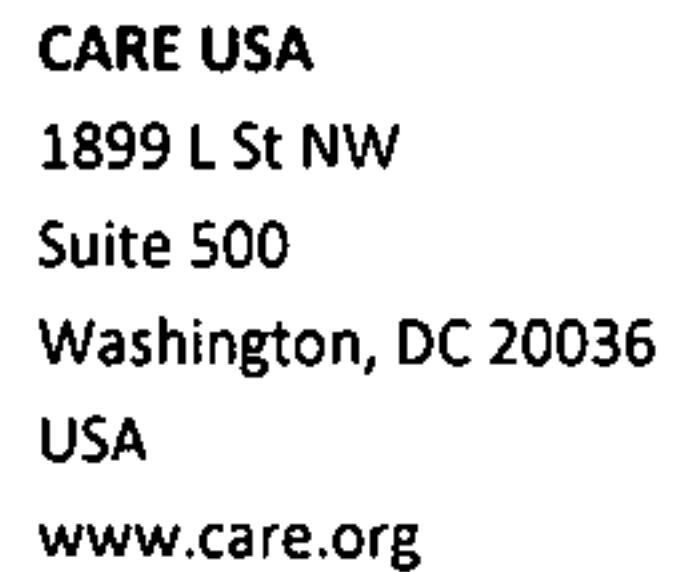
Travel date(s): May 26- June 1, 2019

Destination(s): Maputo and Nampula, Mozambique

Name of accompanying family member (if any): _____

Anna Knight
(Signature of Employee)

John E. Kisch
(Signature of Supervising Senator/Officer)



United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

To Whom It May Concern:

On this CARE Learning Tour, we will be sponsoring a trip to Mozambique, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Paul L Hall

Rachel Hall
Director, Learning Tours
CARE

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CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now provides to CARE its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as “lobbying activity” under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: In line with CARE's mission to tackle food and nutrition security, this trip was organized to show how U.S. investments support agricultural R&D and empower smallholder farmers.
3. Dates of travel: May 26-June 1, 2019
4. Place of travel: Maputo, Mozambique and Nampula, Mozambique
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
-OR-
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
-AND-
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
-AND-
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow-up
and CARE is the sole sponsor of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. In line with CARE's mission to combat poverty by promoting food and nutrition security, this trip was organized to show how US investments support agricultural research and development and empower smallholder farmers.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.
Since 2009, we have hosted thirty-one trips with members of Congress and their staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE US implements development programming worldwide and works to promote visibility and provide education on issues important to ending global poverty. This education includes hosting conferences, trainings, briefings, community outreach and study tours on gender, food security and health.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,097.24 for international airfare	2 nights Maputo - \$220	2 days in Maputo at \$110 per day	Interpreters - \$71
	\$1,190.48 pp for chartered flight	1 night Ilha de Mozambique - \$189	3 days outside of Maputo at \$114 per day	Security - \$714.29
<input type="checkbox"/> Actual Amounts	Vehicles \$1,000 pp	1 night Nampula - \$189	TOTAL: \$562	Insurance - \$106
	TOTAL \$4,287.72	TOTAL: \$818		Visa - \$106
				TOTAL: \$1,111

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in Mozambique working to promote improved nutrition and livelihood outcomes for smallholder farmers and their families.

19. Name and location of hotel or other lodging facility:

Polana Serena Hotel - Maputo, Mozambique; Feitoria Boutique Hotel - Ilha de Mozambique, Mozambique
Grand Plaza Hotel - Nampula, Mozambique

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Maputo is \$220/night and \$189/day outside of Maputo

The U.S. Government per diem rates for meals in Maputo is \$110/day and \$114/day outside of Maputo

Our lodging and meal expenses in Maputo and outside of Maputo are equal to or below USG per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly coach class to and from Mozambique and will fly on a chartered plane for travel in

Mozambique. The delegation will use ground transportation in-country. See addendum B for flight details.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Eric Johnson, Secretary and General Counsel

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 404-979-9410

Fax Number: 202-296-8695

E-mail Address: Eric.Johnson@care.org

Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

“De minimis” exception: Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

AGENDA: CARE Learning Tour to Mozambique, May 26 – June 1, 2019

Sunday, May 26 Travel Day

11:00am Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)

Monday, May 27 Travel Day – Maputo, Mozambique

1:25pm Delegation arrives in Maputo, Mozambique

2:15-2:45pm Transfer to hotel

2:45-6:00pm Check-in/unpacking/downtime

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm Scene-Setter Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, May 28 Maputo, Mozambique

Breakfast on own

7:30am Transfer to meeting

8:00-9:00am Meeting with Minister of Agriculture (requested) to learn about the priorities of the Mozambican government in the agriculture sector and to promote food and nutrition security and learn how the government is partnering with the private sector and NGO community to support smallholder farmers

9:00-9:30am Transfer to site visit 1

9:30-10:45am Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties

10:45-11:15am Transfer to lunch

11:15-12:45pm Lunch Briefing with U.S. Government, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique

12:45-1:45pm Transfer to site visit 2

1:45-3:45pm	<u>Site Visit 2: Visit Umbeluzzi Center and Farm Trials</u> to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers
3:45-5:00pm	Transfer to hotel
5:00-6:15pm	Downtime/shower time
6:15-6:30pm	Transfer to reception
6:30-8:00pm	<u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breakfast on own

8:00-9:00am	Transfer to airport
9:00-11:30am	<u>Plane briefing</u> on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique <i>Note: Transfer to Nampula. Lunch on charter plane</i>
11:30-1:00pm	Transfer to site visit 1
1:00-2:30pm	<u>Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project</u> to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties
2:30-3:00pm	Transfer to site visit 2
3:00-4:30pm	<u>Site Visit 2: Viable Sweet Potato for Africa (VISTA) program</u> to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique
4:30-6:00pm	Transfer to Ilha de Mozambique
6:00-7:00pm	Downtime/Check-in time
7:00-8:30pm	<u>Debrief dinner</u> to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to

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11:15-12:30pm	<u>Tour Cashew Factory</u> to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews
12:30-1:15pm	Transfer to hotel
1:15-3:00pm	Final packing time
3:00-3:15pm	Transfer to airport
4:40pm	Delegation departs for home (Kenya Airlines flight #3)

Saturday, June 1

Travel Day

1:04pm	Delegation lands in DC (AA #4445)
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Addendum A:

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

Invited Senate Congressional Staffers

- Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin
- Sarah Schenning, Legislative Director, Sen. Chris Van Hollen
- Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy
- Corey Tellez, Legislative Director, Sen. Dick Durbin
- Sarah Seitz, Legislative Director, Sen. James Lankford
- Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen
- Judd Gardner, Policy Advisor, Sen. Jerry Moran
- Mackensie Burt, Legislative Director, Sen. John Boozman
- Dan Auger, Legislative Director, Sen. John Hoeven
- Meris Petek, Policy Advisor, Sen. Joni Ernst
- Lauren Reamy, Legislative Director, Sen. Marco Rubio
- Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio
- Erica Chabot, Legislative Director, Sen. Patrick Leahy
- Ryan Pettit, Senior Adviser, Sen. Patty Murray
- Dan Burgess, Legislative Director, Sen. Roy Blunt
- Darin Thacker, Legislative Director, Sen. Steve Daines
- Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin
- Katie Naessens, Professional Staff Member, Senate Agriculture Committee
- Joe Shultz, Staff Director, Senate Agriculture Committee
- Adam Yezerski, Professional Staff Member, Senate Appropriations Committee
- Chris Farrar, Legislative Assistant, Sen. John Boozman
- James Glueck, Staff Director, Senate Agriculture Committee
- Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations
- Anna Knight, Policy Analyst, Senate Committee on Foreign Relations

Cities of Departure:

11:00am – Depart Washington, DC (ET # 501)

7:15am – Arrive Addis Ababa, Ethiopia

8:55am – Depart Addis Ababa, Ethiopia (ET 819)

1:25pm – Arrive Maputo, Mozambique

9:00am – Depart Maputo, Mozambique (charter flight)

11:30am – Land in Nampula, Mozambique

4:40pm – Depart Nampula, Mozambique (KQ #756)

7:55pm – Arrive Nairobi, Kenya

10:55pm – Depart Nairobi, Kenya (KQ #2)

6:55am – Arrive in New York

11:48am – Depart New York (AA #4455)

1:04pm – Arrive in Washington, DC



April 16, 2019

CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

Anna Knight
Policy Analyst
Senate Committee on Foreign Relations
423 Dirksen Senate Office Building
Washington, DC 20510

Dear Anna,

We are approaching you with a special opportunity to join CARE's Learning Tour to Mozambique over the Memorial Day recess. This trip will examine the importance of U.S. investments in agricultural research and development that are helping to drive food and nutrition security and economic empowerment and inclusion for smallholder farmers. The trip will take place **between May 26-June 1, 2019** and will include a bi-partisan delegation of senior Congressional staff, corporate sector partners, technical experts and media representatives.

Travel on a CARE Learning Tour will take you off the beaten path to spend genuine time in communities. CARE Learning Tours highly prioritize time in the field, visiting program sites that allow you to meet with some of the most vulnerable beneficiaries of foreign assistance and to understand the impact of innovative programming and research supported by U.S. investments. We have over a decade of experience implementing Congressional education trips, and CARE along with our partners have been working in many of the communities you will visit for decades, allowing us and other program implementers to bring delegations to uniquely remote communities. Through this experience, you will have a chance to understand both the successes as well as the challenges facing communities in Mozambique, often articulated directly by the program participants themselves, to present a comprehensive view of what interventions supported through U.S. investments can accomplish to support food and nutrition security in Mozambique, combat poverty and further global innovations in agriculture.

Mozambique has had one of the best records of sustained economic growth in Africa, averaging eight percent per year over the last decade. Mozambique's geographic location with a vast coastline situated between landlocked countries enables the country to play a role in regional food security and international markets and Mozambique is the currently the second-largest formal exporter of food in the southern Africa region. The agriculture sector serves as the backbone of the country's economy, accounting for 90 percent of the female labor force and 70 percent of the male working population in Mozambique. However, poverty and malnutrition rates remain staggeringly high, the country struggles with chronic food insecurity, and the life expectancy is alarmingly low at 58 years – one of the lowest in the world. The agricultural potential of Mozambique is strong with 36 million hectares of fertile land. Yet only about 10 percent of this land is presently used for productive purposes and is largely located in flood- and drought-prone areas. Furthermore, the country is highly vulnerable to the impacts of climate shocks and extreme weather events such as drought, floods, and cyclones.

Global investments are working to change this reality in Mozambique while also developing agricultural inputs and techniques that benefit agricultural production the world over. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deep understanding of the important link between U.S. foreign assistance, agricultural research and development, and food and nutrition security outcomes southern Africa and beyond.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest by April 19, 2019, I have asked Kamille Gardner in CARE's Washington, DC office to follow up. You can also reach her directly at 202-459-8572 or by email at kamille.gardner@care.org.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
VP of Advocacy
CARE USA

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